1 November 1978

MEMORANDUM FOR: MZ Board Members

STATINTL   FROM   :   ████████████████
                            Career Development Officer, ODP

SUBJECT   :   Management Training for MZ Careerists

STATINTL

1.   I asked ███████████████ to make me a list of MZ Careerists who are eligible for OTR courses dealing with supervision and management. According to our records, the people on the attached list are eligible for the named courses but have not attended. Everyone on the list writes Fitness Reports for at least one person. Therefore, they are supervising, or at least affecting to some degree, the careers of other MZers. Those marked with an asterisk have received the least training in non-technical courses and probably should be given priority consideration for early enrollment in the courses designated.

2.   I am sending you this list as an administrative service to use as you see fit. Ideally, as Career Development Officer, I would like to be able to sit down with each person and work out a training plan tailored to his or her needs. Unfortunately, time does not permit this approach. As a general guideline, I have attached a grid of courses vs. intended students, which I picked up at our meeting with

STATINTL   ███████████ and staff from OTR. I hope you will find this helpful in planning training for your people.

STATINTL   3.   If ████████████████ or I can help you with anything, please let us know.

████████████████████████   STATINTL

Att: a/s

cc: DC/AS/ODP
    C/AS/ODP
    PO/AS/ODP

STATINTL   ████████████████████

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Non-ADP Internal Training Courses For:	Admin/ Clerical	Techni- cal	Profes- sional	Super- visors	Managers	Execu- tives
Orientation for New Employees (1st year employees)	G	G				
Introduction to CIA (1st year employees)			G			
Effective Employee (Early in career)	C	C	C			
Secretarial Administration (GS 6,7)	C,A,S					
Office Management Seminar (GS 8 & up)	C,A,S					
Survey of Records Management (Anyone making or filing records)	A	A	A			
CIA Financial System (Anyone working w/financial data)	A	A	A			
Fundamentals of Budgeting (Anyone working w/budgets)	A	A	A			
Effective Written English (Anyone who writes)	C	C	C			
Writing Better Reports (GS 7 & up report writers)	C	C	C			
Intelligence Briefing Course (GS 7 & up briefers)	C	C	C			
Project Officer in the Contract Cycle (Current or potential COTR's)		A	A			
Leadership Styles & Behavior (Old Grid)(Potential or actual supervisors)				C,S,M		
Performance Evaluation Workshop (Anyone writing FR's)				S	S	
Fundamentals of Supervision & Management (1st year supervisors)				C,S,M		

Non-ADP Internal Training Courses For: (Continued)	Admin/ Clerical	Techni- cal	Profes- sional	Super- visors	Managers	Execu- tives
Career Counseling Course (Anyone who counsels frequently)				C,S,M	C,S,M	
Management for Equal Opportunity (Anyone writing FR's)				M	M	
Survey of Financial Management (GS 9 & up resource managers)				A	A	
Information Science for Managers (I for GS 14 & up; II for GS 12 & up)				A	A	
DDA Trends & Highlights (GS 8 & up every 5 years)	G	G	G			
CIA Today & Tomorrow (Anyone every 5 years)	G	G	G			
Midcareer Course (or DDS&T Career)(GS 12,13) *			G			
Advanced Intelligence Seminar (GS 14,15) *			G			
Management Seminar (GS 13,14,15) *					M	
Program on Creative Manage- ment (GS 13,14,15) *					M	
CIA Senior Seminar (Supergrades) *						G,M
Levinson Leadership Seminar (Supergrades) *						M

Key to Course Content/Thrust
G - General Information/Orientation
C - Interpersonal/Communication Skills
A - Administrative Skills/Procedures
S - Supervisory Skills
M - Management Skills
* - Must be on PDP to qualify for attendance.